

In addition to this form (MT-1 Form 1), ALL requests must include the following:

- Copy of the Plat Map for the property (with recordation data and stamp of the Recorder's Office)
OR
- Copy of the property Deed (with recordation data and stamp of the Recorder's Office), accompanied by a tax assessor's map or other certified map showing the surveyed location of the property relative to local streets and watercourses
- Copy of the effective FIRM panel and/or Flood Boundary and Floodway Map (FBFM) (if applicable) on which the property location has been accurately plotted (property inadvertently located in the NFIP regulatory floodway will require Section B of MT-1 Form 3)
- Form 2 – Elevation Form. If an Elevation Certificate has already been completed for this property, it may be submitted in addition to Form 2.

Please include a map scale and North arrow on all maps submitted.

For LOMR-Fs and CLOMR-Fs, the following must be submitted in addition to the items listed above:

- Form 3 – Community Acknowledgment Form

Processing Fee (see instructions for appropriate mailing address; or, visit http://www.fema.gov/fhm/frm_fees.shtm for the most current fee schedule)

Revised fee schedules are published periodically, but no more than once annually, as noted in the Federal Register. Please note: single/multiple lot(s)/structure(s) LOMAs are fee exempt. The current review and processing fees are listed below:

Check the fee that applies to your request:

- ☐ \$325 (single lot/structure LOMR-F following a CLOMR-F)
- ☐ \$425 (single lot/structure LOMR-F)
- ☐ \$500 (single lot/structure CLOMA or CLOMR-F)
- ☐ \$700 (multiple lot/structure LOMR-F following a CLOMR-F, or multiple lot/structure CLOMA)
- ☒ \$800 (multiple lot/structure LOMR-F or CLOMR-F)

Please submit the Payment Information Form for remittance of applicable fees. Please make your check or money order payable to: National Flood Insurance Program.

All documents submitted in support of this request are correct to the best of my knowledge. I understand that any false statement may be punishable by fine or imprisonment under Title 18 of the United States Code, Section 1001.

Applicant's Name: Lee Allen, P.E.
Please Print or Type

Company: Northeast Civil Solutions, Inc.

Mailing Address: 153 US Route 1

Daytime Telephone No.: (207) 883-1000

E-Mail Address: lee.allen@northeastcivilsolutions.com
(optional)

Fax No.: (207) 883-1001

Date: March 15, 2007

Signature of Applicant (required)

If you have any questions concerning DHS-FEMA policy, or the NFIP in general, please contact the FEMA Map Assistance Center toll free at 1-877-FEMA MAP (1-877-336-2627), or visit the Flood Hazard Mapping website at <http://www.fema.gov/fhm/>.

APPENDIX C

VIL_RESP0141

APPENDIX C

Notification to MDEP and Town of Windham

VIL_RESP01418



April 28, 2006

Mr. Nick Hodgkins
Voluntary Response Action Program
Maine Department of Environmental Protection
17 State House Station
Augusta, Maine 04333-0017

Re: Notification for Self-Implementation of PCB Remediation Waste

Dear Mr. Hodgkins:

In accordance with 40 CFR 761.61(a)(3), the US Environmental Protection Agency (EPA) requires notification to state environmental agencies of proposed PCB remediation activities. As you are aware, Ransom Environmental Consultants, Inc. is assisting with environmental mitigation at the former Keddy Mill in South Windham, Maine. Ransom has identified PCB wastes at this site that will require clean-up under EPA and State of Maine requirements.

We have attached hereto our notification of proposed PCB mitigation activity at the Keddy Mill site. Ransom would be pleased to meet with you to discuss proposed the proposed clean-up work at this site. In the meantime, if you have any questions or require additional information, please contact the undersigned at (207) 939-4150 or (207) 772-2891.

Sincerely,

Ransom Environmental Consultants, Inc.

A handwritten signature in dark ink, appearing to read "D. Todd Coffin".

D. Todd Coffin, C.G.
Project Manager



Environmental Consultants, Inc.
400 Commercial Street, Suite 404, Portland, Maine 04101

April 28, 2006

Mr. Tony Plante, Town Manager
Windham Municipal Offices
8 School Road
Windham, Maine 04062

Re: Notification for Self-Implementation of PCB Remediation Waste

Dear Mr. Plante:

In accordance with 40 CFR 761.61(a)(3), the US Environmental Protection Agency (EPA) requires notification to local environmental agencies of proposed PCB remediation activities. Ransom Environmental Consultants, Inc. is assisting with environmental mitigation at the former Keddy Mill in South Windham, Maine. Ransom has identified PCB wastes at this site that will require clean-up under EPA and State of Maine requirements.

We have attached hereto our notification of proposed PCB mitigation activity at the Keddy Mill site. Ransom would be pleased to meet with you to discuss proposed the proposed clean-up work at this site. In the meantime, if you have any questions or require additional information, please contact the undersigned at (207) 939-4150 or (207) 772-2891.

Sincerely,

Ransom Environmental Consultants, Inc.

A handwritten signature in dark ink, appearing to read "D. Todd Coffin".

D. Todd Coffin, C.G.
Project Manager



STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION

ANGUS S. KING, JR.
GOVERNOR

MARTHA KIRKPATRICK
COMMISSIONER

CERTIFIED MAIL #70001670000428100329

October 3, 2002

Scott LaLumiere
Pioneer Capitol Corporation
PO Box 4787
Portland, Maine 04112

Re: Wastes located at 7 Depot Street, Windham, Maine (Town Tax Map 38, Lot 7)

Dear Mr. LaLumiere:

This Notice is in reference to the inspection conducted on June 17, 2002 by this Department's Bureau of Remediation and Waste Management at the so-called "Keddy Mill", located at 7 Depot Street, Windham, Maine. The inspection was conducted under the authority of the Maine Hazardous Waste, Septage and Solid Waste Management Act (38 M.R.S.A., Chapter 13) and rules adopted pursuant thereto, and was in response to a complaint from Windham's Code Enforcement Officer Roger Timmons concerning odors detected at the facility on June 17, 2002. The building was unsecured at the time of inspection, and Department staff were accompanied by CEO Timmons and Seth Hager, Windham Fire Department.

During the inspection no odors were detected and air monitoring did not indicate any hazardous conditions. However, numerous containers of old paints, solvents and unknown liquids were observed. Manufacturer labels on some of these containers indicate the contents to be hazardous and, as such, the waste materials would be regulated as hazardous waste. Other concerns include mercury containing lamps and other devices, PCB ballasts and lead acid batteries.

While the results of the inspection are still pending, the presence of these materials requires your prompt attention. Under Maine statute, the person(s) having care, custody or control of a hazardous matter, including hazardous waste, is a "responsible party" (38 M.R.S.A., Subsection 1317-4). In addition, the property owner and/or operator of the property referenced above may be a "responsible party" under 38 M.R.S.A., Subsection 1362-2 for hazardous substance contamination, including waste oil and hazardous waste. Given the dilapidated and unsecured condition of the property, wastes at site are subject to possible vandalism, fire or accidental discharge.

AUGUSTA
17 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0017
(207) 287-7688
RAY BLDG., HOSPITAL ST.

BANGOR
106 HOGAN ROAD
BANGOR, MAINE 04401
(207) 941-4570 FAX: (207) 941-4584

PORTLAND
312 CANCO ROAD
PORTLAND, MAINE 04103
(207) 822-6300 FAX: (207) 822-6303

PRESQUE ISLE
1235 AVENUE DE LA LIBERTE
PRESQUE ISLE, MAINE 04769-2694
(207) 764-0477 FAX: (207) 764-1507

VIL RESP01421

The Department requests you immediately secure the building from unauthorized entry and that you obtain the services of an environmental contractor with hazardous waste experience to inventory all containers, including electrical transformers, perform hazardous waste determinations and properly dispose of all hazardous waste through a Maine licensed hazardous waste transporter. The inventory and determination should be completed within thirty (30) of your receipt of this letter and any wastes meeting hazardous waste criteria shipped from the site within sixty (60) days of your receipt of this letter. Failure to complete this request may result in escalated enforcement action, including assessment of a monetary penalty.

Enclosed please find a copy of the Handbook for Hazardous Waste Generators for information pertaining to proper hazardous waste management and a short list of licensed hazardous waste transporters. Additional transporters and environmental contractors may be found in the phone book.

Within thirty (30) days of your receipt of this letter, please respond to the Department in writing indicating the actions undertaken to address the issues cited above, including a copy of the inventory and waste determinations and arrangements for licensed disposal of the wastes at a facility licensed to handle the waste.

Should you have any additional questions please do not hesitate to call me at 207-822-6300.

Sincerely,



Timothy Wright, Oil and Hazardous Materials Specialist
Bureau of Remediation and Waste Management
Division of Oil and Hazardous Waste Facilities regulation

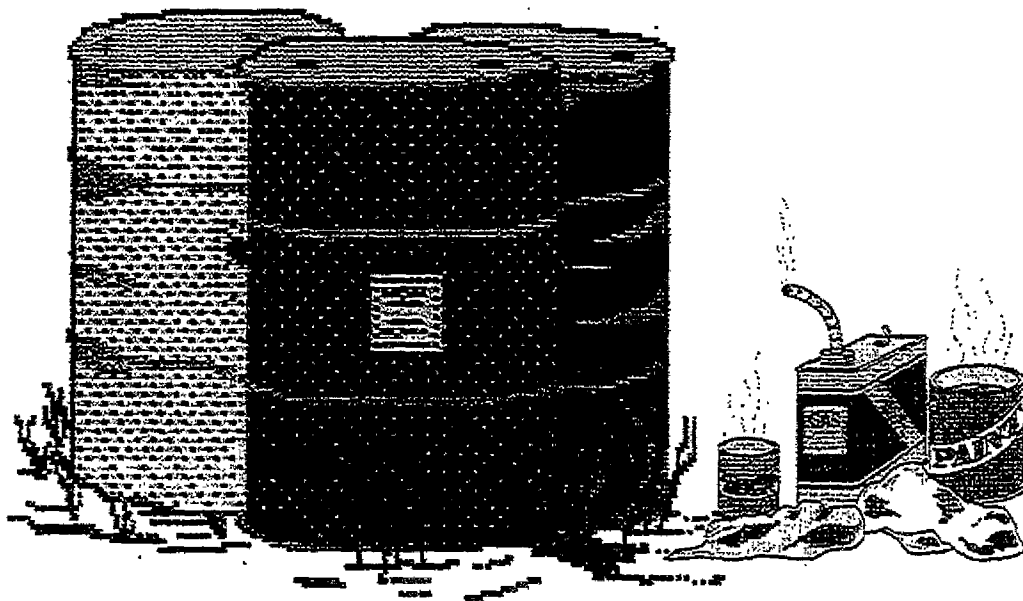
Cc: Andrew Slusarski, DEP Portland
Mike Hudson, Coordinator, Hazardous Waste Enforcement Unit, Augusta
Roger Timmons, Windham Code Enforcement
File

VIL_RESP01422

State of Maine



Handbook for Hazardous Waste Generators



VIL_RESP01423

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Introduction to Hazardous Waste

In 1976, the United States Congress enacted the Resource Conservation and Recovery Act (RCRA) to protect public health and the environment from improper management of hazardous waste. This Act directed the U.S. Environmental Protection Agency (EPA) to issue federal regulations for the safe management of hazardous wastes. The federal regulations pursuant to RCRA are in the Code of Federal Regulations (CFR) Title 40, Parts 260 through 270.

The state of Maine has authorization to implement its own RCRA program at the state level. Maine's RCRA rules can be found in the "Hazardous Waste Management Rules" which in some cases are stricter than the federal regulations. This handbook is a summary of the hazardous waste generator requirements. It is not meant to replace State or Federal regulations. The "Hazardous Waste Management Rules" includes the complete requirements for generators as well as the requirements for hazardous waste transporters, and facilities that treat, store or dispose of hazardous waste. If you would like a copy of the "Hazardous Waste Management Rules" please call (207) 287-2651, or make a written request to:

**The Department of Environmental Protection
Bureau of Hazardous Materials & Solid Waste Control
State House Station #17
Augusta, Maine 04333-0017**

Please note:

Hazardous Waste generators are regulated in the State of Maine regardless of the volume of waste they generate. However, there are fewer waste management requirements as a site generates or stores less hazardous waste.

Purpose

The purpose of this handbook is to provide information to those in business, industry and institutions who may be generators of hazardous waste, and to inform them of their responsibilities for proper hazardous waste management.

This handbook will help you to determine:

- ↳ if you generate hazardous waste**
- ↳ if your wastes are regulated under Maine law**
- ↳ if you are a small quantity generator or a fully regulated generator**
- ↳ how to manage your hazardous waste**
- ↳ how to manifest your hazardous waste**
- ↳ how to dispose of your hazardous waste properly**

Who generates hazardous waste and how?

Hazardous waste can be generated by industrial companies, laboratories, recyclers, hospitals, family owned businesses, veterinarians... by almost anyone. Hazardous waste can be discarded paints, spent solvents, contaminated waste oil, cleaning compounds, by-products of manufacturing, products with an expired shelf life, discontinued supplies, or materials damaged during shipping. The following list contains some common examples of activities that generate hazardous waste:

- ⇒ painting and refinishing**
- ⇒ printing and clean-up activities**
- ⇒ solvent use**
- ⇒ dry cleaning**
- ⇒ electroplating & metal finishing**
- ⇒ x-ray and photo developing**
- ⇒ repair and maintenance of motor vehicles**
- ⇒ plastics or fiberglass manufacturing or molding**
- ⇒ boat building**
- ⇒ laboratory work**
- ⇒ pulp and paper manufacturing**

How do I determine if I generate Hazardous Waste?

All generators of wastes are required to identify their wastes and to determine if they are hazardous. Waste may be determined to be hazardous because it exhibits a hazardous characteristic, or because it is a listed waste. The full details and exclusions are itemized in the "Hazardous Waste Management Rules" (the "Rules", Chapter 850). For example, household waste is exempt from the hazardous waste management requirements.

Does my waste exhibit a hazardous characteristic?

If your waste exhibits any of the following four (4) characteristics, it is a hazardous waste:

1. **Ignitability-** *waste code D001*
The waste is a liquid and has a flash point of less than 140° F, or
The waste is an ignitable compressed gas, or
The waste is an oxidizer
Examples are solvents and paint thinners
2. **Corrosivity-** *waste code D002*
Aqueous liquid with a pH less than or equal to 2.0, or greater than or equal to 12.5
Examples are acids and caustics
3. **Reactivity-** *waste code D003*
The waste is reactive to water, shock, heat, pressure, or
The waste reacts to give off toxic gases, or
The waste is unstable and reacts rapidly or explosively
Examples are peroxides, cyanides, perchlorates.
4. **Toxicity Characteristic Leaching Process-
(TCLP)** *waste codes D004-D017**
This category includes wastes that leach more than a specified amount of heavy metals (arsenic, barium, cadmium, chromium, lead, mercury, selenium, and silver) or one of six (6) pesticides. An example is lead paint chips that leach more than 5.0 mg/l of lead under specific laboratory conditions. (*The federal regulations include 26 additional constituents as D018-D043 wastes.)

Is my waste listed as a hazardous waste?

Your wastes may be listed wastes. There are five (5) categories of listed hazardous wastes.

1. **Non-specific sources-** *waste codes F001-F028*
Wastes in this category include halogenated and non-halogenated solvents, electroplating wastewater treatment sludges, spent plating solutions and many others. Examples are trichloroethylene, xylene, methyl ethyl ketone, benzene, acetone, toluene, methylene chloride, and 1,1,1-trichloroethane.
2. **Specific sources-** *waste codes K001-K087*
Wastes in this category are from specific listed processes. An example is the bottom sludge from waste water treatment from wood preserving processes that use creosote and/or pentachlorophenol.
3. **Commercial chemical products, intermediates or off-specification products-** There are two (2) sources:
 - a. **Acute wastes-** *waste codes P001-P158*
Examples of these acute wastes are copper cyanide, chlorine, and epinephrine. Please note that due to the acutely hazardous nature of these "P" wastes, there are different limits on how much can be generated or stored. Please see page 8 for details.
 - b. **Non-acute wastes-** *waste codes U001-U359*
Examples of these wastes are phenol, ethanol, and naphthalene.
4. **Polychlorinated biphenyls (PCBs)-** *waste code M002*
Maine regulates PCBs as hazardous waste if the concentration is greater than 50 ppm. Refer to the Hazardous Waste Management Rules, Chapter 850, Section 3C(2)(b) and 40 CFR, Part 761.3. PCBs have been identified in dielectric fluids, waste oils, and transformers.

Still confused if your waste is Hazardous Waste?

There are several places you may obtain information about a waste you have accumulated at your site:

- 1. Look at the label for product name, ingredient list, manufacturer, and warnings.**
- 2. Inquire with your supplier.**
- 3. Contact the manufacturer.**
- 4. Read the Material Safety Data Sheet (MSDS).**
- 5. Refer to the Farm Chemicals Handbook.**
- 6. Compare the product information with the characteristics and lists in Chapter 850 of the "Hazardous Waste Management Rules".**
- 7. Have a sample of the waste analyzed by a laboratory.**

If you find a waste at your site that has no product information (perhaps a label is unreadable), your only alternative is to have a commercial testing laboratory sample and analyze your waste. You should ask the lab to perform only those tests needed to determine if the waste is hazardous, and any tests required by your licensed waste disposal facility prior to their acceptance of the waste. You can reduce your analytical costs by providing the laboratory with as much information as possible about the waste. The laboratory you choose must use EPA approved methods to analyze the waste, so select a lab that is familiar and competent with EPA methods.

Am I an SQG, an SQG Plus, or a Generator?

Small Quantity Generator (SQG)-

An SQG generates less than 100 kilograms of hazardous waste* per month. 100 kilograms (kg) = 220 pounds (approximately 27 gallons or ½ drum of based on the weight of water); AND

accumulates no more than 55 gallons (1 drum) of hazardous waste* on site at any one time.

SQGs have the fewest regulatory requirements (see page 9).

SQG Plus (1 to 3 drums)

An SQG plus generates less than 100 kilograms of hazardous waste* per month (approximately 27 gallons based on the weight of water); AND

accumulates one to three drums, but no more than 600 kilograms (1320 pounds) of hazardous waste* on site at any one time.

SQG Pluses have extra regulatory requirements in addition to those that SQGs must comply with (see page 10).

Generators-

Generates more than 100 kg per month; OR

Accumulates more than 600 kg of hazardous waste* on site at any one time.

Generators have the most regulatory requirements.

****Please see page 8 for acute hazardous waste (P listed)***

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Which category am I in?

You must add up all of the hazardous waste you generate and/or accumulate at your site. (See page 8 for acute hazardous waste amounts.)

Monthly Generation Rate

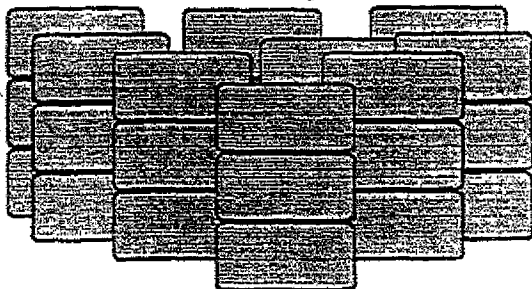
SQG- $\frac{1}{2}$ drum



SQG Plus- $\frac{1}{2}$ drum

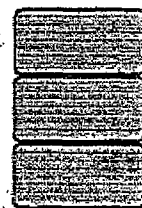


Generator- any amount

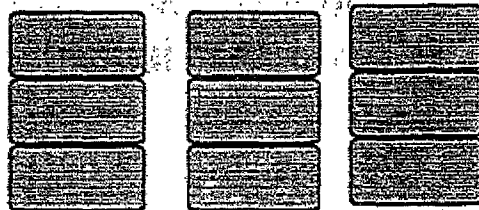


On Site Accumulation

Up to 1 drum
180 day storage limit



Up to 3 drums, or 180
days after each is full



Any amount, but no
storage more than 90
days after the
container's accumulation
start date

Acute Hazardous Waste P001-P158

Not many companies in Maine generate or store acute hazardous waste. If you do, and you want to maintain status as an SQG, you must abide by the following generation and storage limits:

You must not generate more than one (1) kg of acute hazardous waste per calendar month

You must not accumulate more than one (1) kg of acute hazardous waste at any time

You must not accumulate acute hazardous waste in a container that is larger than 20 liters in capacity.

You must abide by all of the requirements of the Rules, Chapter 850, Section 3, Part A(5)(c).

One (1) kg is approximately equal to two (2) pounds or a quart of liquid. The volume will vary depending upon the density of the waste.

Management Requirements for SQGs

The following requirements must be met by each SQG that stores a total of 55 gallons or less of hazardous waste:

- 1. Determine which of your wastes are hazardous**
For more information, see page 11, paragraph #1 of this handbook.
- 2. Store hazardous wastes in containers of 55-gallon size or less**
See the Rules, Chapter 850, Section 3, Part A(5)(d)(ii)
- 3. Label each container as "Hazardous Waste"**
See page 11, paragraph #2 of this handbook.
- 4. Label each container with the date you first deposit waste in it, and with the date the container becomes full.**
See the Rules, Chapter 850, Section 3, Part A(5)(d) (ii)
- 5. Ship each full container off site within 180 days of filling**
See the Rules, Chapter 850, Section 3, Part A(5)(d)(vi)
- 6. Use a hazardous waste manifest form**
See page 11, paragraph # 5 and page 18 of this handbook
- 7. Use a hazardous waste transporter, licensed by the state of Maine**
See page 11, paragraph #6 of this handbook.
- 8. Send waste to a licensed, authorized hazardous waste facility**
See page 12, paragraph #7 of this handbook
- 9. Report hazardous waste & hazardous matter discharges to the DEP**
See page 12, paragraph #8 of this handbook
- 10. Do not treat hazardous waste unless licensed to do so**
See page 12, paragraph #9 of this handbook

Note: SQGs in this category may use Maine's generic user ID #, MEX020000000, and need not obtain their own generator ID#. For more information, see page 12, paragraph #10 of this handbook.

SQG Plus (1 to 3 drums)

A small quantity generator may elect to store up to 600 kg (about 3 drums) of waste, if they follow the 10 steps on page of this handbook, plus:

- 11. Obtain a U.S. Hazardous Waste Generator Identification Number
For more information, see page 12, paragraph #10 of this handbook**
- 12. Label & package hazardous waste containers in accordance with DOT requirements before shipping
See page 13, paragraph #11 of this handbook**
- 13. Inspect containers of hazardous waste daily and keep a log
See page 13, paragraph #12 of this handbook**
- 14. Store ignitable and reactive waste 50 feet from the property line
See page 13, paragraph #13 of this handbook**
- 15. Store incompatible hazardous wastes separately
See page 13, paragraph #14 of this handbook**
- 16. Storage containers must be free of rust, dents, bulges, leaks or other damage, and compatible with the waste stored in them.
See page 14, paragraph #15 of this handbook**
- 17. Keep containers closed except when adding or removing waste
See page 14, paragraph #16 of this handbook**
- 18. Store all waste on a firm working surface, impervious to leaks
See page 14, paragraph #17 of this handbook**
- 19. Provide secondary containment sufficient to contain all leaks
See page 14, paragraph #18 of this handbook**
- 20. Closure procedures will be required when generation activity ceases
See page 14, paragraph #19 of this handbook**

Management Requirements for Generators

The hazardous waste management requirements for generators are listed below. Where needed, more information is provided and the applicable regulations, rules or statute are referenced.

1. **Determine if wastes are hazardous--**
Waste determination was covered earlier in this handbook. For more details see Chapter 850 of the Hazardous Waste Management Rules (the Rules) or 40 CFR, Part 261.
2. **Label each container with the words "Hazardous Waste"--**
You may purchase labels or mark containers by hand. Labeling must be clearly readable. See the Rules, Chapter 851, Section 8B(3).
3. **Label each container with the date you first put hazardous waste in it--**
This date is called the accumulation start date (ASD). The hazardous waste must be transported off site within 90 days of the ASD. (There is an exception for Satellite Accumulation Areas, see page 17) See the Rules, Chapter 851, Section 8B(3). For the SAA exception, see the note in the Rules, at Chapter 851, Section 8C
4. **Ship each container within 90 days of the accumulation start date--**
This is very important. If you store hazardous waste for more than 90 days, you must contact the DEP for an extension or to apply to become a hazardous waste storage facility. See the Rules, Chapter 851, Section 8B. For accumulation start dates at Satellite Accumulation Areas see page 17 of this handbook.
5. **Use a hazardous waste manifest form--**
This requirement will be covered in the next section beginning on page 18. Manifesting requirements are covered in the Rules, Chapter 857.
6. **Use a licensed hazardous waste transporter--**
A list of currently licensed hazardous waste transporters may be obtained by calling the DEP at (207) 287-2651. See the Rules, Chapter 851, Section 7A.

- 7. Send waste to a licensed, authorized facility—**
Hazardous waste facilities are licensed to receive only specific types of waste. You may discuss your waste stream with the facility, your transporter, and the DEP. It is your responsibility to investigate any facility you send hazardous waste, to be certain they are authorized to handle your waste type. See the Rules, Chapter 851, Section 7B.
- 8. Immediately report all hazardous waste and hazardous matter discharges to the DEP—**
Any time hazardous waste or matter leaks, spills or discharges from its primary container, it must be reported to the State Police at 800-452-4664. They will in turn notify the DEP. In addition, a written report must be sent to the DEP for each spill. The written report is required in 15 days in the case of a hazardous waste spill, and within 30 days for a hazardous matter spill. These requirements are covered in 40 CFR 264.56j, the Maine Revised Statute Annotated (M.R.S.A.), Title 38, Section 1318-B1 and in the Hazardous Matter Rules, Chapter 801, Section 3A. An example of a Spill Report Form is in Appendix D.
- 9. Do not treat hazardous waste unless licensed to do so—**
No company is allowed to treat waste on site without a license. Typical forms of treatment might include compaction, recovering silver, distilling, recycling, burning, evaporating or filtering. If you think you may be treating hazardous waste, please call the DEP to inquire if a license is required, at (207) 287-2651.
- 10. Obtain a U.S. Hazardous Waste generator identification number—**
Small quantity generators who accumulate no more than 55 gallons of hazardous waste may use Maine's generic generator number, MEX020000000. All other generators must apply for their own site specific generator number. The two (2) page application form is called an EPA form 8700-12. The notification package includes instructions and may be obtained from the DEP or the EPA at the addresses given below:

Dept. of Environmental Protection
Bureau of Hazardous Materials and
Solid Waste Control
State House Station #17
Augusta, Maine 04333
or call (207) 287-2651

United States Environmental
Protection Agency
Region I
John F. Kennedy Federal Building
Boston, Massachusetts 02203

11. **Label and package hazardous waste containers in accordance with DOT requirements before shipping--**
Before your hazardous waste is transported off-site, it must be properly described, classed, packaged, marked and labeled, and be in proper condition. Your licensed hazardous waste transporter can be of help to assure that your waste is ready to be shipped. For specific details, see the Rules, Chapter 851, Section 8A and Title 49 of the CFR, Parts 100-199.
12. **Inspect containers of hazardous waste daily and keep a log--**
Each location where hazardous waste is stored must be inspected daily. The inspections must be noted in a log, containing the inspectors name or initials, the date and time of inspection, and the results of the inspection including the results of tank, valve, and pipe testing (if applicable). The inspector should verify that no containers of waste are rusting, bulging or leaking, and that there is sufficient aisle space between containers to allow for inspection and remediation. These logs must be kept on site for at least one year. The daily inspections may be your best way to verify that your storage practices meet all of the hazardous waste management requirements. There are examples of daily checklists in Appendix A of this handbook. See also, the Rules, Chapter 851, Sections 9C and 13D.
13. **Store ignitable/reactive waste 50 feet from the property line--**
Ignitable (D001) and Reactive (D003) wastes must be stored at least 50 feet from the property line. See the Rules, Chapter 851, Section 8, Part B(2) and 40 CFR 265.176.
14. **Store incompatible hazardous wastes separately--**
Some types of waste are not compatible with one another and may burn, explode, or react if mixed. Extra effort must be made to keep these wastes isolated from one another in the event of leakage from their containers. Berms, dikes, fire cabinets, and separate storage areas are

examples of ways to keep these materials apart. See the Rules, Chapter 851, Section 13, Part C(6) and 40 CFR 265.177(c).

15. **Storage containers must be free of rust, dents, bulges, leaks or other damage, and compatible with the waste stored in them.**
Hazardous waste may not be stored in any container which is rusted, bulging or leaking. See the Rules, Chapter 851.13C(3). Additionally, the tanks and containers used to store hazardous wastes must be compatible with the waste stored in them. For example, strong acid waste should not be stored in certain metal drums. Over time the acid may corrode the metal and cause the drum to leak. See the Rules, Chapter 851, Section 13, Part C(4) and 40 CFR 265.172 and 265.177.
16. **Keep hazardous waste containers closed—**
All containers of hazardous waste must be securely closed except while waste is being added to, or removed from, the container. See the Rules, Chapter 851.8B(2) and 40 CFR 265.173.
17. **Store all waste on a firm working surface, impervious to leaks—**
Hazardous waste containers should be stored on a leak-proof surface. Concrete and black top floors should be checked for cracks or other routes where spills could leak out. Flooring may be sealed with an epoxy that is resistant to the chemicals stored on it. Dirt, gravel, sand or slatted wood flooring are not adequate to contain waste. See the Rules, Chapter 851, Section 13B(1).
18. **Provide secondary containment sufficient to contain all leaks—**
Each location where hazardous waste is stored must provide a containment and collection system designed to collect all waste that may spill from the stored containers. The containment must be designed to hold 20% of all of the waste in storage, or 110% of the largest container in storage, whichever is the greater amount. See the Rules, Chapter 851, Section 13B(2).
19. **Closure will be required when generation activity ceases—**
A generator who plans to cease generation of hazardous waste (or move or vacate a property) must notify the DEP 45 days prior to closure. Closure procedures require cleaning the site of any hazardous waste or residues. An independent professional engineer and a company representative must both certify that the site is free of contamination.

VIL_RESP01438

For complete closure requirements, see the Rules, Chapter 851, Section 11.

20. **Allow 36" access aisles to containers for inspection & remediation--**
Hazardous waste containers must be stored in a manner which allows for the movement of people and equipment between them for the purposes of inspection and remedial action. Containers may be stacked in the storage area, with certain limitations. Containers larger than 10 gallons may not be stacked more than two (2) high. If they are stored next to a wall, or other structure, they may only be stored one row deep. If they are stored in the middle of a storage area, they may be in rows up to four (4) wide. See the Rules, Chapter 851, Section 13, Part C(7).
21. **Store waste in a secure area to prevent entry by unauthorized people--**
Hazardous waste storage areas must be kept secure (for example, behind a locked door or fence) to prevent entry to the area by unknowing and/or unauthorized people. These requirements may be found in more detail in the Rules, Chapter 851, Section 13, Part C(7)(i) and 40 CFR 264.14.
22. **Post a sign reading "Danger- Unauthorized Personnel Keep Out"--**
This warning sign is required in 40 CFR 264.14.
23. **Internally inspect hazardous waste tanks and valves, yearly and have hazardous waste pipelines and valves pressure tested yearly--**
See the Rules, Chapter 851, Section 13, Part C(2).
24. **Personnel training must be provided and updated yearly--**
Each person who handles or manages hazardous waste at your facility must be trained within six (6) months of hire, and then yearly, to perform their duties in a way that ensures your company will be in compliance. The training must teach each employee to perform the hazardous waste management procedures relevant to their position. This training should familiarize employees with the Contingency Plan and must document the following:
 - The employee's name and job title
 - A description of each job title
 - The type and amount of training required for that job
 - The dates that training was received by each employee

- A basic course description or outline showing that the employee was trained to respond to emergencies at the company
- All of the training requirements may be read in the Rules, Chapter 851, Section 8B(5) and 40 CFR 264.16.
25. A Hazardous Waste Contingency Plan must be developed—
The purpose of a Contingency Plan is to prepare for an unplanned release of hazardous waste, such as a fire or explosion. There are four (4) elements to a hazardous waste contingency plan. Each plan must include evacuation procedures, an emergency Coordinator (EC) list, emergency procedures, and an emergency equipment list. There is a Hazardous Waste Contingency Plan Deficiency List in Appendix B which outlines all of the elements of a complete contingency plan. Also see 40 CFR 264.51 through 264.56.
26. Aid Agreements must be requested from community support staff—
You must attempt to pre-arrange for assistance from the local fire department, police department, hospital, and hazardous waste contractor. You should send each party a copy of your Contingency Plan to familiarize them with your facility, the types of hazardous wastes you have on site, and the types of problems or injuries that may result. The agreement should specify each organization's duties in the event of an unplanned release. Aid Agreements must be updated annually, and any refusals to enter into an agreement must be documented. This is normally done by sending a request via certified mail, with a return receipt. See the Rules, Chapter 851, Section 13, Part C(7)(c)(ii) and 40 CFR 264.37.
27. An annual report must be filed with the DEP by March 1—
The DEP will provide an annual Hazardous Waste Report form and instructions to each company. This must be filled out and returned to the DEP no later than March 1 of each year, for the previous calendar year's hazardous waste activity. If you need a form, call the DEP at (207) 287-2651. See the Rules, Chapter 851, Section 9, Part E and F. Annual Hazardous Waste Reports must be maintained on site for at least ten (10) years. See the Rules, Chapter 851, Section 9, Part B.

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Management Requirements for a Satellite Accumulation Area (SAA)

Satellite Accumulation Areas (SAAs), are places on the work floor (in the production area) where hazardous waste is allowed to accumulate if the following ten (10) requirements are met. SAAs are an optional waste management practice described in the Rules, Chapter 851, Section 8(C).

- 1. The SAA must be at the point of hazardous waste generation and under the control of the operator**
- 2. Collect no more than 55 gallons of a waste type at an SAA**
- 3. Each container must be marked with the date it becomes full, and either transported off site or moved to a hazardous waste storage area within 72-hours.**
- 4. Each container must be labeled as "Hazardous Waste"
For more information see page 11, paragraph #2 of this handbook**
- 5. Each SAA must be inspected daily and an inspection log must be maintained. See page 13, paragraph #12 of this handbook**
- 6. Ignitable/reactive waste must be stored 50 feet from the property line
See page 13, paragraph #13 of this handbook**
- 7. Each container must be free of rust, dents or other damage
See page 14, paragraph #15 of this handbook**
- 8. Each container must be closed except while adding or removing waste
See page 14, paragraph #16 of this handbook**
- 9. Containers must be on a firm working surface, impervious to spills
See page 14, paragraph #17 of this handbook**
- 10. Secondary containment must be provided to contain all leaks
See page 14, paragraph #18 of this handbook**

Manifesting Hazardous Waste

What is a manifest?

The Hazardous Waste Manifest form is a specific shipping document that must accompany all hazardous waste shipments. It is the generator's responsibility to ensure that the form is filled out completely and correctly. The form must be filled out before the waste leaves the site of generation and it must accompany the hazardous waste during shipment. Every person who handles the waste identifies themselves and dates and signs the manifest form. The manifest system tracks the hazardous waste "from cradle to grave". A copy of a Maine manifest is in Appendix C.

Where do I get a manifest form and how do I fill it out?

It is best to use a manifest form from the state that the hazardous waste will be shipped to. All New England states accept the use of one another's manifest forms. Maine manifest forms may be obtained by calling the State of Maine at (207) 287-2651. Your transporter may also have forms and help with the preparation of the forms. The instructions are on the back of each form. The form is an eight (8) copy form so please press firmly or type, so all copies are readable.

In addition to the identification and signatures of the generator, the transporter(s) and the facility, there is space to identify the waste being shipped. The waste is identified in specific terms and with a hazardous waste code. You must describe how many containers of waste, and how much of it is being shipped and where it is going. There are extra reporting requirements if you export your hazardous waste.

What happens to the eight (8) copies of the manifest?

Fill out the manifest form as completely as possible. When the transporter arrives to pick up the waste, have him/her sign the form and remove the back three copies, copies #6, #7, and #8. Copy #8 is for your own records. You must mail out copy #6 and #7 within 7 days. Mail copy #6 to the Destination State (the state that you are sending the waste to) and copy #7 to the State of Maine (the Generator State). This will prove that you sent your waste off-site with a licensed hazardous waste transporter. If you are shipping

your hazardous waste to a licensed facility within Maine, the State of Maine will be both the generator and destination state.

When the transporter delivers the waste to the licensed, authorized, facility, they also must sign and date the form. The transporter keeps copy #5 for proof that he/she delivered it all to the facility. The facility keeps copy #4 for their own records. The facility then mails out copies #1, #2, and #3, respectively, to the Destination State, the Generator State (Maine) and to you, the generator. When copies #1, #2, and #3 are received, all parties know that the waste has made it to its final destination at the facility.

Some states do not produce an eight (8) part manifest form. If you are using another state's form and it is only a four (4) part or six (6) part form, you are required to make extra copies of the form to make sure that eight (8) copies in all are distributed as described above.

If you don't receive copy #3 within 35 days of shipping the waste off-site, you must notify the DEP by calling (207) 287-2651. You cannot be certain that your waste has reached the facility until you receive copy #3 of the manifest, fully signed. If you have still not received a signed copy #3 within 45 days of transport, you must send a written exception report to the DEP.

Rejection Reports

If for any reason the facility you send your hazardous waste to rejects any or part of the load, you must prepare a Rejection Report. A Rejection Report is due to the DEP within twenty (20) days of the rejection. The report must include the following information:

- ⇒ the preprinted number(s) from the original hazardous waste manifest form(s) of the waste that was rejected
- ⇒ explain if the rejected waste was returned to you or describe the alternate facility if the waste was forwarded
- ⇒ any change in the information supplied on the original hazardous waste manifest form

In Summary

As you can see, the amount of hazardous waste you generate or accumulate on site determines the amount of management you must provide for that waste. If it is possible to reduce, or even eliminate the amount of hazardous waste you generate or accumulate on site, you can save yourself time, energy, and money.

Most companies find it helpful to start by looking at their purchasing practices to review how many hazardous products they bring on site and how, through the process, it becomes a waste. You may be able to modify the method of use or application and thereby reduce the amount of product used or wasted. There are opportunities to make changes, throughout the process, to reduce, replace or eliminate the hazardous product. This not only reduces the amount of hazardous waste you generate, but may also reduce your cost of production. It may also reduce the amount of regulation you may be subject to by the Environmental Protection Agency, other DEP Bureaus, programs, local laws, ordinances and codes.

There are several ways you can achieve reductions or eliminations in your hazardous waste stream. Perhaps the most effective is to determine if it is essential that you use materials that will become hazardous waste. You may be able to modify your product or process to eliminate the need of generating hazardous waste. You may also have success in reducing your rate of hazardous waste generation by reviewing housekeeping procedures. You may find that some materials can be used more than once, or longer than is the current practice, before they need to be disposed of. These suggestions may reduce either the frequency or the volume of waste that needs to be transported off site.

Often it is possible to substitute a new, non-hazardous product into your process in place of a hazardous product. This is particularly effective with cleaners. Many companies are saving money while changing from hazardous cleaners (solvents) to non-hazardous cleaners. For more information about product substitution please contact the DEP's Office of Pollution Prevention (OPP) at (800) 789-9802. The OPP staff will provide free assistance to help you explore reduction options at your site.

APPENDICES

VIL_RESP01445

**DAILY CHECKLIST FOR
HAZARDOUS WASTE STORAGE AREAS**

DATE: _____ TIME: _____

INSPECTOR: _____

OBSERVATION	YES	NO
ARE ANY CONTAINERS OF WASTE OPEN?		
DO ALL CONTAINERS HAVE A HAZARDOUS WASTE LABEL?		
DO YOU HAVE ACCESS TO EACH CONTAINER AND CAN YOU READ THE LABEL? (36" AISLE)		
WHAT DATE WAS 90 DAYS PRIOR TO TODAY'S INSPECTION DATE?	-	-
IS EACH CONTAINER MARKED WITH THE DATE ACCUMULATION BEGAN, OR IF FROM AN SATELLITE ACCUMULATION AREA, THE DATE THE CONTAINER BECAME FULL?		
IS THE DATE ON ANY CONTAINER MORE THAN 90 DAYS OLD?		
ARE ANY CONTAINERS DENTED, BULGING, RUSTED OR LEAKING?		
ARE ALL CONTAINERS ON A FIRM WORKING SURFACE?		
IS THERE SUFFICIENT CONTAINMENT TO HOLD 20% OF ALL WASTE OR 110% OF THE LARGEST CONTAINER?		
WAS THE STORAGE AREA LOCKED WHEN YOU ARRIVED?		
DOES THE STORAGE AREA HAVE SIGNS THAT READ "DANGER-UNAUTHORIZED PERSONNEL KEEP OUT"?		
WAS YESTERDAY'S INSPECTION COMPLETED?		

PROBLEMS:

REFERRAL TO:	
FOLLOW UP:	
ALL PROBLEMS CORRECTED ON	(DATE) - -

DLYCHKL

DAILY CHECKLIST FOR
HAZARDOUS WASTE
SATELLITE ACCUMULATION AREAS
(SAAs) *

DATE: _____ TIME: _____

INSPECTOR: _____

OBSERVATION	YES	NO
ARE ANY CONTAINERS OF WASTE OPEN?		
DOES EACH CONTAINER HAVE A HAZARDOUS WASTE LABEL?		
ARE ANY CONTAINERS FULL?		
IS EACH FULL CONTAINER MARKED WITH THE DATE ON WHICH IT BECAME FULL?		
HAVE ANY CONTAINERS BEEN FULL FOR MORE THAN 72 HOURS?		
ARE ANY CONTAINERS DENTED, BULGING, RUSTED OR LEAKING?		
ARE ALL CONTAINERS ON A FIRM WORKING SURFACE?		
IS THERE SUFFICIENT CONTAINMENT TO HOLD 20% OF ALL WASTE OR 110% OF THE LARGEST CONTAINER? (REQUIRED IF FLOOR DRAINS OR DOORS ARE NEARBY)		
HOW MANY CONTAINERS ARE AT THE SAA?		
ARE ANY CONTAINERS LARGER THAN A STANDARD 55-GALLON DRUM?		
DO ANY TWO (2) CONTAINERS HOLD THE SAME TYPE OF WASTE?		
WAS YESTERDAY'S INSPECTION COMPLETED?		
*BY DEFINITION, A SAA MUST BE AT THE LOCATION WHERE THE WASTE IS GENERATED AND IT MUST BE UNDER THE CONTROL OF THE OPERATOR(S), THE PERSON OR PEOPLE WHO GENERATE THAT WASTE.		
PROBLEMS:		
REFERRAL TO:		
FOLLOW UP:		
ALL PROBLEMS CORRECTED ON	(DATE)	- -

HAZARDOUS WASTE CONTINGENCY PLAN DEFICIENCY LIST

Company Name: _____

Contact Person: _____

Address: _____

Your Contingency Plan has been reviewed and found to be deficient. Below are listed all of the components of a complete Contingency Plan. Those topics checked below must be included in your Contingency Plan before it is resubmitted to the Department of Environmental Protection for further review.

The purpose of a Hazardous Waste Contingency Plan is to minimize hazards to human health or the environment from an unplanned release of hazardous waste, such as a leak or fire. It is best to make your Contingency Plan specific to your facility. Start by identifying what hazardous wastes you have on site, in what volume, and where on the premises that waste is stored. The provisions of the Plan must be carried out immediately whenever there is fire, explosion or release of hazardous waste.

I. Emergency Coordinator

It is the Emergency Coordinator's (EC) job to coordinate all emergency response efforts. The EC must be familiar with all aspects of your Contingency Plan, facility operations, the location and characteristics of hazardous waste on site, the location of emergency equipment and the location of pertinent records. The EC must also have the authority to commit the resources needed to carry out the Contingency Plan. The primary EC must be listed first, followed by substitutes in the order they will assume responsibilities as alternates. Clearly indicate if an emergency coordinator is only for a particular shift or department. At all times there must be at least one employee on the premises, or on call and able to reach the facility quickly, to coordinate emergency response efforts.

- ___ A. The name of your emergency coordinator (EC) and substitutes
- ___ B. The office and home addresses for each EC
- ___ C. The office and home phone numbers for each EC
- ___ D. EC has authority to commit resources

II. Emergency Equipment

- A. Describe the internal communication system or alarm system your facility uses to communicate emergency instructions to facility personnel (i.e. intercom system or siren alarm codes). Describe the equipment and its location.
- B. List and describe the communication equipment that is immediately available for hazardous waste handlers to summon emergency response (i.e. a telephone to call for an ambulance, or a two way radio to request assistance from the fire department). The communication system must be immediately accessible to personnel who pour, mix, spread, or otherwise handle hazardous waste. Describe the location of this equipment.
- C. If there is ever just one employee on the premises, that employee must have immediate access to a communication system capable of summoning external emergency assistance. Describe that equipment and its location.
- D. List the spill control equipment you have on site (i.e. absorbents, shovels, empty drums). After listing the equipment, describe where it is stored.
- E. List the fire control equipment you have on site (i.e. the type of fire extinguishers you keep in stock, and how often they are inspected). After listing each piece of equipment, describe its storage location.
- F. List the decontamination equipment you have on site (i.e. disposable gloves, neutralizing solution, and bottles of rinse water). After listing the equipment, describe its location.
- G. Describe the volume and pressure of the source of water you would use to fight a fire (i.e. automatic sprinkler system is tested annually by the fire department, or three 20 pound canisters of foam producing equipment are located in a shed on the south end of the hazardous waste storage building). List the equipment and describe its location.
- H. Include a statement that all communication systems or alarms, fire protection equipment, spill control equipment, and decontamination equipment are tested and maintained on a regular basis to assure their proper operation.

III. Emergency Procedures

Describe the actions to be taken by facility personnel in response to fire, explosion, or release of hazardous waste. (A release has occurred any time hazardous waste escapes its primary containment vessel.) Your procedures must include the following, at a minimum:

- ___ A. How to notify the EC of a release
- ___ B. Characterize the nature and extent of the release
- ___ C. How to activate internal alarms or communication systems
- ___ D. Include procedures to immediately report releases of hazardous waste to the Department of Environmental Protection or the public safety authority (at 1-800-482-0777). NOTE: Federal Reportable Quantities (RQ) do not apply to spill reporting in Maine unless a Spill Prevention Control & Clean-up Plan (SPCC) has been filed with the Department.
- ___ E. How to contain and collect released waste
- ___ F. What to do with recovered waste and contaminated materials after the clean-up
- ___ G. A written report must also be submitted to the Department within fifteen (15) days of the incident, including the following information:
 - 1. Name and telephone number of the reporter
 - 2. Name and address of facility
 - 3. Time and type of incident
 - 4. Name and quantity of materials released
 - 5. Injuries if any, and
 - 6. Possible hazards to human health or the environmental

IV. Evacuation Plan

Prepare an evacuation plan for facility personnel including:

- ___ A. Signals used to begin evacuation
- ___ B. Evacuation routes
- ___ C. Alternate evacuation routes

V. Aid Agreements

- ___ A. Submit a copy of your Contingency Plan, with a cover letter to the local fire department, police department, nearby hospital, and emergency response contractors. The cover letter must request that the agency provide support to your company in the case of fire, explosion or release of hazardous waste. A copy of this letter must be included in your Contingency Plan, to document that assistance has been requested from each agency. The agreements must be renewed, in writing, annually or sooner if your Contingency Plan is amended.

- B. Include copies of the responses from the local fire department, police department, and hospital. If an agency declines to enter into such an arrangement, document their refusal. If you receive no response to your request of support, document that a letter was sent to the agency. These Aid Agreements must be updated annually to keep your Contingency Plan current.
- C. The Contingency Plan must describe the arrangements agreed to by the local police department, fire department, and hospital (i.e. the fire department may agree to assist with evacuation, but refuse to fight fires in the hazardous waste storage area; the hospital may agree to treat only patients that have been previously decontaminated).

An updated copy of your Contingency Plan must be kept at your facility. Your Contingency Plan must be amended if your facility permit is revised, or your Plan fails in an emergency, or your facility changes in design, construction, operation, or maintenance, or if the emergency coordinators change, or the emergency equipment list changes, or other circumstances change in a way that increases the chances of a fire, explosion, release, or changes the response necessary in an emergency.

Prepared by: _____

Telephone #: _____

Date: _____



STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Hazardous Waste MANIFEST SECTION, State House, Station 17, Augusta, ME 04333



Please print or type. (Form designed for use on 8 1/2 (12-pitch) typewriter.)

Form Approved. OMB No. 2050-C039. Expires 9-30-9

UNIFORM HAZARDOUS WASTE MANIFEST		1. Generator's US EPA ID No.	Manifest Document No.	2. Page 1 of	Information in the shaded areas is not required by Federal law but may be required by State Law.
3. Generator's Name and Mailing Address		4. Generator's Phone ()		A. State Manifest Document Number ME A 1174858	
5. Transporter 1 Company Name		6. US EPA ID Number	C. S.T.I. (Lic. Plate #)		B. S.G.L. (Gen. Site Address)
7. Transporter 2 Company Name		8. US EPA ID Number	D. Transporter's Phone		E. S.T.I. (Lic. Plate #)
9. Designated Facility Name and Site Address		10. US EPA ID Number	F. Transporter's Phone		G. State Facility's ID
			H. Facility's Phone		
11. US DOT Description (including Proper Shipping Name, Hazard Class, and ID Number)		12. Containers No.	Type	13. Total Quantity	14. Unit Wt/Vol
a.					EPA Waste No.
b.					State
c.					EPA
d.					State
J. Additional Descriptions for Materials Listed Above		K. Handling Codes for Wastes Listed Above			
a.		b.	c.	d.	e.
f.		g.	h.	i.	j.
15. Special Handling Instructions and Additional Information					
Point of Departure:					
16. GENERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are truly and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and are in all respects in proper condition for transport by highway according to applicable international and national government regulations, and all applicable state laws and regulations. If I am a large quantity generator, I certify that I have a program in place to reduce the volume and toxicity of waste generated to the degree I have determined to be economically practicable and that I have selected the practicable method of treatment, storage, or disposal currently available to me which minimizes the present and future threat to human health and the environment; OR, if I am a small quantity generator, I have made a good faith effort to minimize my waste generation and select the best waste management method that is available to me and that I can afford.					
Printed/Typed Name		Signature		Month Day Year	
17. Transporter 1 Acknowledgement of Receipt of Materials		Signature		Date	
Printed/Typed Name		Signature		Month Day Year	
18. Transporter 2 Acknowledgement of Receipt of Materials		Signature		Date	
Printed/Typed Name		Signature		Month Day Year	
19. Discrepancy Indication Space					
20. Facility Owner or Operator: Certification of receipt of hazardous materials covered by this manifest except as noted in Item 19.					
Printed/Typed Name		Signature		Month Day Year	

In the event of a spill, contact the National Response Center, U.S. Coast Guard 1-800-424-8802.
For spill within Maine, contact DEP, OH and Hazardous Materials Control at 1-800-482-0777.

**HAZARDOUS WASTE & HAZARDOUS MATERIAL
SPILL OR DISCHARGE REPORT FORM**

All spills should be reported to the Department of Public Safety (State Police) immediately at 800-452-4664. Additionally, Hazardous Waste spills must be reported in writing to the DEP within 15 days. Hazardous Material spills must be reported to the DEP in writing within 30 days. This form should be filled out by the spillor and returned to the DEP at the following address: Maine DEP, BHM&SWC, House Station #17, Augusta, ME 04333.

DATE & TIME OF CHEMICAL RELEASED- _____

NAME & ADDRESS OF COMPANY- _____

EXACT LOCATION OF SPILL- _____

CHEMICAL SPILLED- _____

AMOUNT- _____

CIRCUMSTANCES CAUSING RELEASE- _____

AMOUNT OF CHEMICAL RECOVERED- _____

METHOD OF RECOVERY- _____

METHOD & LOCATION OF DISPOSAL- _____

WERE THERE ANY PERSONAL INJURIES, HOSPITALIZATIONS OR DEATHS?- _____

ACTIONS TAKEN TO PREVENT SIMILAR INCIDENT FROM RECURRING- _____

WAS THIS INCIDENT REPORTED IMMEDIATELY? DATE- _____ TIME- _____

CONTACT'S NAME- _____ PHONE#- _____

REPORT PREPARED BY: _____ DATE- _____

VIL_RESP01453

A summary of the requirements for a small quantity universal waste generator are listed below:

Storage Location

- Hang a sign outside the storage area that says "Universal Hazardous Waste Storage";
- Store wastes in a lockable storage area which is protected from the weather;

Container Standards

- Store wastes in containers that will protect the contents from breakage;
- Store wastes in containers that are in good condition and that are kept closed;
- Do not stack waste containers more than five feet high;
- Maintain a space around containers so that containers can be inspected and to protect them from accidental damage.

Personnel Actions

- Mark the container with "Waste Lamps", "Waste Cathode Ray Tube", "Waste Thermostat", "Waste PCB Ballasts", or "Waste Batteries";
- Pack waste in containers with adequate packing material to prevent breakage;
- Completely seal with tape all containers whenever it becomes full or when it contains broken waste items;
- Clean up spills and handle properly (see reverse side for details);
- Train employees and contractors on proper waste handling procedures including what to do in a spill situation;
- Label containers with the date the waste is first put in the container and the date the container becomes full;
- Arrange for periodic pickups to avoid storing in excess of the storage capacity;
- Do not generate more than 200 universal waste items in one month.
- Keep track of the number of universal waste items on site and do not accumulate more than 200 items before shipping.
- Ship waste to a central accumulation, consolidation, or recycling facility:
 - 1 year from when waste is first placed into the container, or
 - 90 days from when the container becomes full;
 - whichever date is longer

Tracking Requirements

- Keep documentation of training on site or at instate consolidator
- Use log (if using instate consolidator), Uniform Bill of Lading, or manifest to document waste movement to another facility;
- If utilizing a Uniform Bill of Lading or manifest send to the Maine DEP a copy of the initial document and the copy returned from the recycler; and
- Keep certificate of waste recycling - onsite or at instate consolidator

For Help

- Need help understanding the requirements? Call (207) 287-2651 (Augusta), (207) 941-4570 (Bangor), or (207) 822-6300 (Portland) and ask for a hazardous waste staff person.

VIL_RESP01454

"Short List"
Maine Licensed Hazardous Waste Transporters

Ameritech Environmental Services, 33 Rigby Rd., S. Portland	207-828-5136
Clean Harbors, 17 Main St., S. Portland	207-799-8111
Enpro Services, Inc., 274 Concord St. West, Portland	207-772-9981
Environmental Projects, Inc., 38 Junction Rd., Yarmouth	207-846-0447
Maine Lab Pack, Inc., S. Portland	207-767-1933
United Oil Recovery, 142 River Rd., Newington, NH	800-345-4525

Note: This list is for information purposes only and does not represent an endorsement of any company or companies by the Maine Department of Environmental Protection. A complete list of licensed transporters can be obtained by calling the Department at 207-287-2651.

Town of Windham

Planning Department
8 School Road
Windham, ME 04062

voice 207.892.1902

fax 207.892.1916

MEMO

DATE: July 11, 2007

TO: Planning Board
FROM: Brooks More, Director of Planning *HBM*
Cc: Lee Allen, P.E. Northeast Civil Solutions
Larry Bastian, P.E. Gorrill-Palmer Consulting Engineers
Windham Development Review Team
RE: 07-06 Village at Little Falls
Preliminary Major Subdivision and Final Site Plan Review
July 23rd, 2007 Planning Board Meeting

Overview –

This is an eighty-two (82) unit residential subdivision that is comprised of one (1) single family home, twenty-six (26) duplex and thirty-nine (39) triplex condominiums and a sixteen (16) unit apartment building.

The project received a Contract Zone on June 1, 2005. The text of the Village at Little Falls Contract Zone Agreement is included in the appendix of the Pre-application/Sketch submission of March 2007.

At the July 23rd, 2007 meeting, Staff recommends that the Board vote to find the application complete. This will start the review time limits in accordance with Section 30-A 4403 of State Law. In addition, the Board should schedule a public hearing in accordance with the Subdivision and Site Plan review ordinances.

Due to my upcoming vacation between July 12th and July 20th, I will not be able to include revisions proposed by the applicant in light of the third party review comments.

Note: In the conclusions section, all answers have been given for those items that have been completed. Items that are still under review, such as traffic and stormwater, are left unanswered. Once these issues have been resolved, the answers will be updated to reflect whether the item meets the review standard.

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SUBDIVISION REVIEW

Staff Comments:

1. Waivers:
 - a) None
2. Complete Application: The Board should vote to find the application complete.
3. Public Hearing: A public hearing must be scheduled for this application. Staff recommends that the hearing be scheduled for August 27, 2007.
4. Site Walk: A site walk has not been held for this application.

Findings of Fact and conclusions for the

Windham Planning Board,

The Subdivision application for 07-06 Village at Little Falls on Tax Map: 38, Lots: 6 and 7 is to be (**approved with conditions/denied**) with the following findings of fact and conclusions.

FINDINGS OF FACT

A. POLLUTION AND SEWERAGE DISPOSAL

- The project will be connected to the public sewer and water system. As a result, it will not produce an undue amount of pollution.

B. WATER

- The Portland Water District confirmed its capacity of serve the project in a letter dated March 16, 2007.

C. SOIL EROSION

- The project will require a Site Location of Development Permit from the Maine Department of Environmental Protection (MDEP).
- The applicant has received approval from the MDEP to meet the quality, but not quantity standards of Stormwater Management Law. The "beat-the-peak" method to stormwater discharge is appropriate for this site's proximity to the river. Once the peer review issues have been resolved, the proposed stormwater management plan will meet the standards of Section 213-39 of the Subdivision Ordinance.
- Larry Bastian, P.E. of Gorrill-Palmer Consulting Engineers performed the peer review of the stormwater, soil and erosion control plans. Bastian's comments can be found in the attached letter dated July 5th, 2007. The extent of the comments is too large to include in

VIL_RESP01457

this memo. It is sufficient to say that the applicant will be responding to Mr. Bastian's comments with a follow-up letter and revised plans (See note in Overview section).

- A storm drain pipe running from Depot Street to the Presumpscot River has been identified on this site. The exact course of the buried pipe will not be known until site work commences. It does appear from die tests that the pipe runs under the existing mill building and discharges somewhere in the river. Since the pipe will be disturbed during the construction phase of the project, the Town has contracted with Pine Tree Engineering to create a plan for replacement of the pipe. At this time, the Town is awaiting the results of this study.

D. TRAFFIC

- The traffic study prepared by William J. Bray, P.E. concluded that the project will not require an MDOI Traffic Movement Permit, that there are no high-crash locations in the area, that the project will not decrease the level of service of the intersections in the study area, and that adequate sight distance exists at the proposed driveways.
- A peer review of the traffic study was conducted by Gorrill-Palmer Consulting Engineers, Inc. in a letter dated July 5, 2007. The review found that the study was completed in accordance with industry standard practices.
- The peer review listed five comments for consideration. The applicant will respond to these comments in their revised submission for the July 23rd, 2007 meeting.

E. SEWERAGE

- The project will connect to the public sewer system.
- Jay Hewett, P.E., Chief Engineer of the Portland Water District, will review the sewer system designs. Once complete, Mr. Hewett's review comments will be forwarded to the Planning Board.
- In letter dated March 16, 2007, the Portland water District confirmed its ability to serve the project once improvements have been completed. These improvements are currently under construction, and are anticipated to be completed at the end of 2007.
- The Portland Water District will assume responsibility for the wastewater collection system.
- A pump station will be constructed as part of this project. The pump station will replace the Windham Fire Pump and the Androscoggin Street Pump Station.

F. SOLID WASTE

- Solid Waste will be the responsibility of Home Owners Association.

G. AESTHETICS

- A letter from the Maine Department of Conservation dated December 12, 2005 has confirmed that no rare botanical features have been documented in the project area.

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- A letter from the Maine IF&W dated January 17, 2006 confirmed that no endangered fish species or habitat exists in the vicinity of the project.
- The applicant received approval from the MDEP a Voluntary Response Action Program No Action Assurance Letter on November 9, 2005. The letter agreed with the applicant's proposed contamination mitigation plan. The plan included the removal and/or containment of soils contaminated by petroleum and PCBs.

H. CONFORMITY WITH LOCAL PLANS AND ORDINANCES

- Comprehensive Plan:
 - The project is located within the South Windham Growth Area as depicted on the 2003 Future Land Use Map. The project also falls under Chapter 1, Section H, Subsection 6 that states, "A portion of South Windham, directly across the Presumpscot River from Gorham, should be designated as a growth area..."
- Land Use Ordinances:
 - The application meets the standards of the Village at Little Falls Contract Zone Agreement.
- Community Facilities Impact Analysis:
 - The applicant's analysis finds that the improvements to the site (removal of derelict mill building and pump station construction), increase in property taxes, and off-site improvements on Depot Street and recreation fees offset the increase of 8 students in the school system.
 - Staff recommends that the applicant provide per student cost figures. These figures should be adjusted to reflect State aid funds received by the Town. Staff can supply this figure to the applicant.
 - Staff recommends that the applicant check the statement in paragraph three (3) that the pre- and post-development stormwater runoff rates will be equal. It is staff's understanding that the project will use a beat-the-peak method whereby the quantity of stormwater runoff is not mitigated on-site.
- Others:
 - Fire Department: The Fire Department is currently reviewing the application. Staff anticipates that a memo will be included in the Planning Board's packets for the July 23rd, 2007 meeting.

I. FINANCIAL AND TECHNICAL CAPACITY

- The applicant has submitted documents of financial and technical capacity.

J. RIVER, STREAM OR BROOK IMPACTS

- The project site is adjacent to the Presumpscot River. The project has been designed to treat the quality of water discharged into the river. This system is being reviewed by the MDEP in accordance with the Stormwater Management Law.

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- The stormwater management plan calls for water to be discharged to the river prior to flood stage. The beat-the-peak method is appropriate for a site adjacent next to the river.
- The applicant received a Conditional Letter of Map Revision for Fill (CLOMR-F) from the Federal Emergency Management Agency (FEMA) on May 8, 2007. The map revision will amend the flood rate maps once the as-builts for the project are submitted to FEMA.

CONCLUSIONS

1. The proposed subdivision **will not** result in undue water or air pollution.
2. The proposed subdivision **has** sufficient water available for the reasonably foreseeable needs of the site plan.
3. The proposed subdivision **will not** cause an unreasonable burden on an existing water supply.
4. The proposed subdivision **will/will not** cause unreasonable soil erosion or a reduction in the land's capacity to hold water so that a dangerous or unhealthy condition results.
5. The proposed subdivision **will/will not** cause unreasonable highway or public road congestion or unsafe conditions with respect to the use of the highways or public roads existing or proposed.
6. The proposed subdivision **will/will not** provide for adequate sewage waste disposal.
7. The proposed subdivision **will not** cause an unreasonable burden on the municipality's ability to dispose of solid waste.
8. The proposed subdivision **will not** have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the Department of Inland Fisheries and Wildlife or the municipality, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline.
9. The proposed subdivision **conforms** with a duly adopted site plan regulation or ordinance, comprehensive plan, development plan, or land use plan.
10. The developer **has** adequate financial and technical capacity to meet the standards of this section.
11. The proposed subdivision **is** situated entirely or partially within the watershed of any pond or lake or within 250 feet of any wetland, great pond or river as defined in Title 38, Chapter 3, subchapter I, article 2-B M.R.S.A.
12. The proposed subdivision **will/will not** alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water.
13. The proposed subdivision **is** situated entirely or partially within a floodplain.
14. All freshwater wetlands within the proposed subdivision **have** been identified on the plan.
15. Any river, stream, or brook within or abutting the subdivision **has** been identified on any maps submitted as part of the application.
16. The proposed subdivision **will/will not** provide for adequate storm water management.
17. If any lots in the proposed subdivision have shore frontage on a river, stream, brook, or great pond as these features are defined in Title 38, section 480-B, none of the lots created within the subdivision **do not have** a lot depth to shore frontage ratio greater than 5 to 1.

18. The long-term cumulative effects of the proposed subdivision **will/will not** unreasonably increase a great pond's phosphorus concentration during the construction phase and life of the proposed subdivision.
19. For any proposed subdivision that crosses municipal boundaries, the proposed subdivision **will not** cause unreasonable traffic congestion or unsafe conditions with respect to the use of existing public ways in an adjoining municipality in which part of the subdivision is located.
20. Timber on the parcel being subdivided **has not** been harvested in violation of rules adopted pursuant to Title 12, section 8869, subsection 14.

CONDITIONS

1. Approval is dependant upon, and limited to, the proposals and plans contained in the application dated June 1, 2007 and supporting documents and oral representations submitted and affirmed by the applicant, and conditions, if any, imposed by the Planning Board, and any variation from such plans, proposals and supporting documents and representations are subject to review and approval by the Planning Board

SITE PLAN REVIEW

Staff Comments:

1. Waivers:
 - a) None
2. Complete Application: Staff recommends that the Board vote to find the application compete
3. Public Hearing: A public hearing must be scheduled for this application.
4. Site Walk: A site walk has not been held for this project.

Findings of Fact and conclusions for the

Windham Planning Board,

The Site Plan application for 07-06 Village at Little Falls on Tax Map: 38, Lots: 6 and 7 is to be (**approved with conditions/denied**) with the following findings of fact and conclusions.

FINDINGS OF FACT

Utilization of the Site

- The central portion of the site is occupied by the abandoned mill building. In addition, the slabs or foundations of other structures still remain. The site is directly adjacent to the Presumpscot River and Little Falls Dam.

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- The downstream portion of the site is wooded.
- The proposed development will removed the existing mill building, concrete foundations and assorted debris.

Adequacy of Road System

- The findings of the traffic study, and the Town's peer review, are found in the subdivision review.
- The applicant will be contributing to utility and roadway improvements on Depot Street. The Town will be convening a meeting to determine the process through which these improvements will be made. As this is a joint project of the Town, applicant and Portland Water District, it is still unclear who will be developing the design engineering. As such, Larry Bastian's comments regarding the inclusion of these designs on the Village at Little Falls plans should be postponed at this time.

Access to the Site

- Larry Bastian, P.E. noted in the peer review that one of the entrances to the site is not included in the traffic study. The applicant should respond to this comment.

Internal Vehicular Circulation

- The internal street system appears to provide adequate internal circulation. The Fire Department may have comments on this aspect of the design.

Pedestrian and Other Modes of Transportation

- A new sidewalk will be constructed by the applicant on Depot Street.
- The plan provides internal sidewalks on one side of each roadway.

Stormwater Management

- The project will require a Site Location of Development Permit from the Maine Department of Environmental Protection (MDEP).
- The applicant has received approval from the MDEP to meet the quality, but not quantity standards of Stormwater Management Law. The "beat-the-peak" method to stormwater discharge is appropriate for this site's proximity to the river. Once the peer review issues have been resolved, the proposed stormwater management plan will meet the standards of Section 140-38A10 and Section 140-38G of the Site Plan Ordinance.
- Larry Bastian, P.E. of Gorrill-Palmer Consulting Engineers performed the peer review of the stormwater, soil and erosion control plans. Bastian's comments can be found in the attached letter dated July 5th, 2007. The extent of the comments is too large to include in this memo. It is sufficient to say that the applicant will be responding to Mr. Bastian's comments with a follow-up letter and revised plans (See note in Overview section).

Erosion Control

- Larry Bastian, P.E. provided a peer review of the erosion control plan in a letter dated July 5th, 2007. The findings of the peer review are attached to this memo. The applicant will respond to the peer review comments either before or at the July 23rd, 2007 meeting

Utilities

- All utilities have been proposed to be underground.

Hazardous, Special and Radioactive Materials

- None.

Technical and Financial Capacity

- See subdivision review.

Solid Waste

- Solid waste will be the responsibility of the condominium association.

Historic, Archaeological and Botanical Resources

- The Maine Historic Preservation Commission has requested a Phase II archaeological study of the section along the proposed Dogwood Drive. The applicant will forward the findings of this study to the Town and State.
- See Subdivision review for Maine IF&W and Maine Department of Conservation statements of no impact.

Landscape Plan

- The applicant has submitted a landscape plan on sheet L-1.
- Staff is pleased that trees have been proposed along Depot Street.
- The applicant should discuss how the planting plan meets the requirements of the Maine Department of IF&W's comments regarding revegetation along the Presumpscot River.

Others

- See subdivision review.

CONCLUSIONS

1. The proposed site plan **will not** result in undue water or air pollution.
2. The proposed site plan **has** sufficient water available for the reasonably foreseeable needs of the site plan.
3. The proposed site plan **will not** cause an unreasonable burden on an existing water supply.
4. The proposed site plan **will/will not** cause unreasonable soil erosion or a reduction in the land's capacity to hold water so that a dangerous or unhealthy condition results.
5. The proposed site plan **will/will not** cause unreasonable highway or public road congestion or unsafe conditions with respect to the use of the highways or public roads existing or proposed.
6. The proposed site plan **will/will not** provide for adequate sewage waste disposal.
7. The proposed site plan **will not** cause an unreasonable burden on the municipality's ability to dispose of solid waste.
8. The proposed site plan **will/will not** have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the Department of Inland Fisheries and Wildlife or the municipality, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline.
9. The proposed site plan **conforms** with a duly adopted site plan regulation or ordinance, comprehensive plan, development plan, or land use plan.
10. The developer **has** adequate financial and technical capacity to meet the standards of this section.
11. The proposed site plan **is** situated entirely or partially within the watershed of any pond or lake or within 250 feet of any wetland, great pond or river as defined in Title 38, Chapter 3, subchapter I, article 2-B M.R.S.A.
12. The proposed site plan **will/will not** alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water.
13. The proposed site **is** situated entirely or partially within a floodplain.
14. All freshwater wetlands **have** been shown on the site plan.
15. Any river, stream, or brook within or abutting the site plan **has** been identified on any maps submitted as part of the application.
16. The proposed site plan **will/will not** provide for adequate storm water management.
17. The proposed plan **will not** negatively impact the ability of the City to provide public safety services.

CONDITIONS

1. Approval is dependant upon, and limited to, the proposals and plans contained in the application dated July 1, 2007, and supporting documents and oral representations submitted and affirmed by the applicant, and conditions, if any, imposed by the Planning Board, and any variation from such plans, proposals and supporting documents and representations are subject to review and approval by the Planning Board.

March 22, 2007

TO: Windham Planning Board
FROM: Doug Webster, Planning
RE: 07-06 Village at Little Falls
Addendum to 3/21/07 Memo

Introduction:

After compiling and sending the memo regarding Little Falls, I had an opportunity to talk with Mr. Lee Allen at Northeast Civil Solutions. As a result of that discussion, I have a few corrections to the memo dated 3/21/07.

There were also a few attachments that relate to the Little Falls project that have been attached to this update. These attachments include; (1) Subdivision and Site Plan checklists filled out by Planning, and (2) Memo to Ken Cole regarding a request for a legal opinion.

Corrections to Planner's 3/21/07 Memo:

- A.2: The wetland will be permitted under the full NRPA permit. If this were the only DEP issue on the lot, it would be eligible for a PBR but since the site is triggering a full permit, the filling will become part of the full permit.
- A.4: The fence is being required for safety purposes since the velocity of the river is quite high in this location.
- A.6: The FEMA application is a two-part process. It begins with a "Conditional" CLOMR-F. The "C" is for conditional and the "F" is for fill. If this is accepted then one applies for a LOMR-F.

Corrections to Subdivision Checklist Notes:

Section I.A.11 and I.C.4: The adjacent zoning and property owners are shown on the Title Page (sheet 1 of 37).

Corrections to Site Plan Review Checklist Notes:

- Section II E.5: This area is on public water and sewer so this is not applicable.
- Section III.H: The building elevations do not need to be submitted for pre-application. Mr. Allen indicated that he may have some conceptual drawings for the Board at the meeting.
- Section III.M: Mr. Allen indicated that they are ready and willing to place any markers the Board may want to see but that they often disappear shortly after placed on the property.
- Section IV.A: A location map is right on the face of the cover sheet. Who wrote that prior memo again?!?
- Section IV.D: The abutting property owners are shown on the cover sheet.

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March 21, 2007

TO: Ken Cole, JBG & H

FROM: Doug Webster, Windham Planning

CC: Roger Timmons, Community Development Director
Lisa Fisher, Planning Board Secretary

RE: Request for legal opinion
Little Falls Contract Zone Agreement
Changes to proposed site layout

I am writing to request an opinion regarding the Contract Zone Agreement for the Village at Little Falls. As you are aware, this agreement was signed in June of 2005. The applicants have already constructed the 24-unit age-restricted building on a separate lot and are at the beginning of the PB review process for the balance of the property.

The signed Contract Zone agreement contains several specific provisions including permitted densities as established in Section 3 on the second page of the agreement. This section specifically states that one building may contain up to 16 units and that the remaining buildings containing up to 4 units. The plans submitted to the Planning Board show two 12-unit buildings. The table below illustrates the changes to the various residential housing types.

Table

<u>Contract</u>	<u>#Units</u>	<u>Now</u>	<u>#Units</u>
Apartments	16	Apartments	24
Duplexes	22	Duplexes	0
Porch Units	13	Porch Units	9
Townhouses	33	Townhouses	33
Expanded	1	Expanded	0
Townhouse		Townhouse	
Cottage	0	Cottage	18
Single Family	0	Single Family	1
Total:	85	Total:	85

Note: The proposed Cottages appear to be duplexes, two units attached at the garages.

Section 5 of the Contract Zone agreement (Status of Approvals/ Amendment) on page 5 specifically discusses the necessary procedural steps for any proposed changes. This section states that the Planning Board has the authority to make changes to the agreement within the established parameters *without* involving the Town Council.

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There appear to be two questions:

- (1) Does the Planning Board have the authority to review/ approve the changes as outlined above, and
- (2) Does the *agreement* need to be changed or can the project be reviewed with the present Contract Zone given the proposed changes and the language in Section 3

Thank you for your help on this matter.

TOWN OF WINDHAM, MAINE
MAJOR AND MINOR SUBDIVISION PLAN APPLICATION FORM –
Preapplication/Sketch Plan
 (Ordinance Chapter 213 Article IV)

The preapplication/sketch plan application shall include fifteen (15) copies of each plan, map, or drawing, and any related information which shall be printed or reproduced on paper.

	Check when completed	
	Applicant	Staff
Name of Applicant: HRC – Village at Little Falls, LLC c/o Steve Etzel	X	
Mailing Address: 2 Market Street, Portland, Maine 04101	X	✓
Phone: 207-772-7219	X	✓
FAX: 207-772-7011	X	✓
Email : setzel@questorco.com		✓
Name of Subdivision: Village at Little Falls	X	✓
Street Address: Route 202, Windham Maine	X	✓
Proposed Use: Residential Condominiums	X	✓
Proposed subdivision <u>X</u> Major <u> </u> Minor	X	✓
Amendment to previously approved subdivision plan? Yes <u> </u> No <u>X</u>	X	✓
Total acreage of parcel(s): 8.03 ac	X	✓
Zone (check all that apply) <u> </u> Resource Protection <u>X</u> General Shoreland Development <u> </u> Limited Residential <u>X</u> Stream Protection <u> </u> Aquifer Protection Overlay <u> </u> Industrial Park Overlay <u> </u> Farm <u> </u> Farm Residential <u> </u> Light Density Residential <u> </u> RM Medium Residential <u> </u> Commercial I <u> </u> Commercial II <u> </u> Commercial III <u> </u> Industrial <u> </u> Enterprise Development <u>X</u> Contract; Date Approved 6/01/05	X	✓
Proposed single family cluster development? Yes <u> </u> No <u>X</u>	X	✓
Proposed multi-family cluster development? Yes <u> </u> No: <u>X</u>		
Conditional Use Yes <u> </u> No: <u>X</u>	X	✓
Special Exception Yes <u> </u> No: <u>X</u>	X	✓
The Town will correspond with only one contact person/agent for this project. Please provide the requested information regarding the contact person/agent.		
Contact person/agent: Northeast Civil Solutions, Inc. c/o Lee Allen, PE	X	✓
Mailing Address: 153 US Route One, Scarborough, Maine 04074	X	✓
Phone: 207-883-1000	X	✓
Cell: 207-210-7726	X	✓

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Approved _____
 amended _____

FAX: 207-883-1001	X	✓
Email: lee.allen@northeastcivilsolutions.com	X	✓
I certify that I received and read the PLANNING BOARD APPLICATION PROCEDURES AND REQUIREMENTS and that all the information in this application form and accompanying materials is true and accurate to the best of my knowledge.		✓
Signature of Applicant (If signed by applicant's agent, provide written documentation of authority to act on behalf of applicant.) <i>Lee Allen</i>	X	✓
Print or type name and title of signer Lee Allen, P.E., Project Manager	X	✓
Date Prepared: March 2, 2007	X	✓

Subdivision Plan Preapplication/Sketch Plan EXHIBIT CHECKLIST

Please mark each exhibit in the application as follows:

EXHIBIT	1	Soils ✓
EXHIBIT	2	Covenants and Easements ✓
EXHIBIT	3	Community Facilities and Utilities ✓
EXHIBIT	4	Description of Project ✓
EXHIBIT	5	Cluster Development NA
EXHIBIT	6	Right, Title, or Interest ✓
EXHIBIT	7	Corporate or Partnership Status ✓

See 3-ring binder

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